

# **BIMBE' 2004**

## **Vendor Application**

**Return Application via Mail or In Person to:**

Alice Sharpe  
City of Durham  
Office of Economic and  
Employment Development  
101 City Hall Plaza  
Durham, NC 27701

Telephone: (919)560-4965

**Application Deadline is June 25, 2004**

**Applications will be accepted during the hours of 8:00am and 4:30pm,  
Monday thru Friday until all rental spaces are filled.**

To insure variety and quality, BIMBE organizers reserve the right  
to limit vendors whose products are significantly similar.

Please provide detailed information to enhance your consideration for selection.

Applications received without this information will not be considered.

**Payment In Full Must Accompany Application.** If not selected, payment will be  
returned immediately.

Name\_\_\_\_\_ Business Name/Organization\_\_\_\_\_

Address\_\_\_\_\_ City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Telephone: Home\_\_\_\_\_ Work\_\_\_\_\_ E-Mail\_\_\_\_\_

**Please read and sign:**

**NO BEVERAGE SALES BY VENDORS WILL BE ALLOWED THIS YEAR!**

**I understand that vendors cannot sell beverages of any kind. If I, or any one in my  
vending operation, violate that policy, I understand that I will be asked to  
dismantle, remove my equipment and vacate my vending spot, IMMEDIATELY.**

**Applicant Signature**\_\_\_\_\_

Item Descriptions(s): This section MUST be complete!

Size of Canopy:\_\_\_\_\_

Food:\_\_\_\_\_

Type of Cooking Equipment (i.e. grill, fryer):\_\_\_\_\_

Non-Food:\_\_\_\_\_



**2004 BIMBE CULTURAL ARTS FESTIVAL  
ARTIST/VENDOR INFORMATION  
Saturday, July 31, 10AM-6PM  
Sunday, August 1, NOON-6PM  
Durham Central Park  
502 Foster Street**

**RENTAL SPACES:**

1. All spaces are 10'x10' and all vendor equipment, displays, stands, tents, tables and supplies must be contained within this dimension.
2. Cost per rental space:
  - a. **Food Vending** - \$300.00 plus a \$50.00 damage deposit
  - b. **Non-Food Vending** - \$175.00 plus a \$50.00 damage deposit*Additional rental space may be purchased in full increments only.*
3. **NO TENTS OR TABLES WILL BE PROVIDED.** The City of Durham will provide water and electricity as required by the Health Department.

**FEES & PAYMENTS:**

NOTE: Fees for vendors and artists will be the same as indicated below. **Rental space must be paid in full at the time of application submission.** Payment should be made by MONEY ORDER OR CASHIER CHECK

**NO CASH, PERSONAL OR BUSINESS CHECKS WILL BE ACCEPTED.** Cashier checks should be made payable to: The City of Durham.

**Insurance Requirements:** The City of Durham will purchase special events insurance to cover the City's liability exposure. This insurance will not protect vendors, suppliers, performers, or others participating in the festival, The City of Durham requires all such parties to obtain their own insurance with combined single limit not less than \$1,000,000 per occurrence.

**SET UP/VENDOR/DISPLAY:**

Vendors/Artists may begin set up in designated spaces at 7:00AM on July 31 and 9AM on August 1. No vendor/artist will be permitted to set up any rental space prior to this time. Nor will any vendor/artist's assigned rental spaces be changed on event day. Vendor set up must be complete by 9:30AM(July 31) and 11:30AM (Aug. 1) as vehicular access to your space will not be available after this time. (Vendors, however may hand carry items to rental spaces after this time, if necessary, i.e., re-stocking of vending items).

### **PERMITS/LICENSES:**

1. All permits for tent usage must be secured by the vendor from the Durham Fire Department (919/560-4242, ext. 247). It is also the responsibility of each food vendor to comply with the Durham County Health Department guidelines (919/560-7800). **PLEASE OBTAIN A SET OF THESE GUIDELINES!** Health officials **will** be on the festival site to inspect vendor set-ups.
2. **ALL VENDORS MUST PRESENT A CURRENT DURHAM PRIVILEGE LICENSE PRIOR TO SET-UP.** These can be obtained by contacting (919/560-4700). **Vendors without a valid Durham Privilege License will not be allowed to participate and their vendor fee will be forfeited.**
3. All permits (if applicable) must be shown to the Vendor Coordinator during SET-UP time on the day of the event.

### **ARTISTS (*All work must be hand-made and original.* NO MASS PRODUCED ITEMS.)**

**Artist display fees are \$50.**

The City of Durham and the Bimbe Cultural Arts Festival do not assume responsibility for loss or damage to works exhibited during the Bimbe Festival. If insurance is desired, it must be purchased by the artist.

### **RAIN PROCEDURE:**

Vendors should be prepared, in the case of light rain, to cover your rental space with plastic covers. In the case of heavy rain, the festival coordinator will consider and determine suspension or cancellation of any part or all of the event. Vendors **SHOULD NOT** leave the festival area BEFORE the festival coordinator announces suspension or cancellation of the event. If a vendor should vacate their assigned rental space before an official suspension or cancellation is made by the festival coordinator, **NO REFUND OR EVENT FEES WILL BE RETURNED TO THE VENDOR.**

**REMEMBER: BIMBE EVENTS HAVE NO RAIN DATES!!**

### **REFUNDS:**

The deposit (\$50.00) is refundable provided vendors adhere to BIMBE Guidelines:

1. Sell only items listed on the application.
2. **Refrain from the sale of BIMBE paraphernalia. BIMBE IS**
3. **TRADEMARKED BY THE CITY OF DURHAM.**

Restore vendor space to its original condition, i.e. no dumping of coals or oils, clean up trash, etc. Cooking oil and coals must be removed from the event site during the breakdown and clean up.

Except for cancellation of the entire event, with the decision coming from the Festival Coordinator, there will be no refund of fees. In the event of cancellation, fees will be refunded on a prorated basis to be determined by the Festival Coordinator.

Please allow four (4) weeks for refunds. All deposit refunds will be mailed to individual and/or business/organization addresses as shown on the application.

Artists: Please check the category in which you wish to exhibit:

Two-Dimensional

☐ Drawing

☐ Photography

☐ Printmaking

☐ Graphics

☐ Other (specify)

Three-Dimensional

☐ Sculpture

☐ Fiber

☐ Pottery

☐ Leather

☐ Jewelry

☐ Other (specify)

Name(s) of individual(s) that will be operating your rental space. (All vendors will be issued BIMBE' identification tags. Without these ID tags, vendors will not be allowed to operate. This will be enforced! Maximum of three (3) people per rental space. If more personnel are needed, please give a brief statement as to the reason:

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I hereby affirm that I have read and do understand all instructions and guidelines on the BIMBE' vendor application form and information sheet. I agree to comply with all BIMBE' rules/guidelines and my failure to do so will result in my removal from the Festival activities with no REFUND. Any situation not specifically covered in these guidelines will be resolved at the discretion of the BIMBE' Festival Coordinator.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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For Office Use Only

Date Rec'd: \_\_\_\_\_

By Mail \_\_\_\_\_ In Person \_\_\_\_\_

Payment Amount \_\_\_\_\_

Payment Method \_\_\_\_\_

Signatures \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_